



123 – 4 Ave SW
Calgary, AB T2T 2T2
T 1.800.444.1234 W abcinc.ca

April 15, 2020

Personal and Confidential

Hi Megan Smith,

We are thrilled to offer you a full-time, permanent position with ABC Inc. in the role of Administrative Assistant. You will be based out of our Calgary office as of May 15.

ABC is a dynamic and growing company. We expect your position will evolve over time which may lead to changes in your responsibilities or to your reporting relationships in the future.

Compensation, Bonus and Vacation

Your annual salary will be \$46,000 and is paid semi-monthly. You are eligible to participate in our performance bonus program. Our current program is based on both company performance and individual performance.

Our Flexible Time Off program enables you to take paid time off for vacations, health time, or other personal days. There are no hard caps or blackout periods with our program.

Entire Agreement

This letter constitutes the entire Employment Agreement between us with respect to your employment with ABC. Our offer is open until the close of business on May 1, 2020 after which it expires. Please let us know if that isn't enough time for you to make a decision.

Please do not hesitate to reach out should you have any other questions. We are excited to have you join the ABC team!

Yours truly,
Chief Executive Officer

Megan Smith

Date

Additional Comments